

## **Locating Suitable Housing**

**A. RESPONSIBILITY FOR LOCATING HOUSING**

Once a Housing Choice Voucher has been issued, it is the family's responsibility to locate suitable housing within the jurisdictional limits of the OCHA, excluding the jurisdictions identified in Chapter 2, of this Plan, unless they are using their Voucher under the portability provisions. This means that the housing must be within the rent limitations set by the OCHA, must meet Housing Quality Standards requirements, including minimum bedroom size requirements for units.

The OCHA will maintain updated referral lists of owners who have called the OCHA to list their available units. The list will be made available to assisted families upon request.

**B. ELIGIBLE TYPES OF HOUSING**

The following types of housing may be utilized in the Housing Choice Voucher Program (unless designated otherwise):

All structure types can be utilized, including, but not limited to, single family, duplex, triplex, fourplex, group homes, shared housing, garden apartments, townhouses, and highrises;

Manufactured homes where the tenant leases the mobile home and the pad;

Manufactured homes where the tenant owns the mobile home and leases the pad.

A family can own a rental unit, but cannot reside in it while being subsidized (except for manufactured homes where the tenant owns the mobile home and leases the pad).

The OCHA will not approve any of the ineligible types of housing listed in the Code of Federal Regulation and will approve any of the eligible types listed in this reference. It should be noted that the OCHA may permit use of any special housing type if it is needed as a reasonable accommodation so that the Section 8 Program is readily accessible to and usable by persons with disabilities.

**C. REQUEST FOR TENANCY APPROVAL**

The Request for Tenancy Approval must be submitted prior to the expiration of the Housing Choice Voucher. The Voucher shall expire at the end of 120 days unless, within that time, the family submits a Request for Tenancy Approval. The OCHA may extend the Voucher for medical, extenuating circumstances or reasonable accommodation purposes for a maximum period of one year.

The Request for Tenancy Approval Form must be signed by both owner and Housing Choice Voucher recipient.

The prospective landlord may be given, upon his request, the name and address of the last two owners for which the OCHA has records.

The OCHA will review the documents to determine whether or not they will be approved. The OCHA will also schedule a Housing Quality Standards inspection to determine that the unit meets the Housing Quality Standards and rent reasonableness test.